



## **Town of Los Altos Hills**

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The **Town of Los Altos Hills** invites Applications for the Position of

### **Assistant Planner**

**Final Filing Deadline – October 20, 2004**

- Salary Range:** Salary Range \$5,005 –\$6,084 monthly, including Town-paid employee share PERS retirement, plus excellent benefits.
- Duties Include:** Daily contact with the public, review residential projects as submitted by homeowners, contractors and designers to ensure compliance with the Town's codes and policies; site analysis; preparation of reports for and attendance at Planning Commission meetings; code compliance items and miscellaneous research and analysis; preparation of informational handouts for the general public regarding the Town's codes and policies.
- Requirements:** The ideal candidate is a person who enjoys working with the public, has excellent problem solving skills, is energetic and is willing to undertake a broad range of challenging tasks. A Bachelor's Degree in Urban Planning or a related field and a minimum of one year current planning experience. A Master's degree may substitute for one year of experience. A basic understanding of zoning regulations and CEQA; strong writing and presentation skills; the ability to understand architectural and engineering plans; a familiarity with PC software for word processing and spreadsheet programs.
- Selection Process:** The selection process will begin with a screening evaluation of the submitted applications. Based upon this evaluation, the most qualified candidates will be scheduled for an interview and a short written exercise.
- To Apply:** Application and job description is available at Town Hall or on our website at [www.losaltoshills.ca.gov](http://www.losaltoshills.ca.gov) , or call (650) 941-7222 ex 222. Submit applications to Town of Los Altos Hills Human Resources, 26379 Fremont Road, Los Altos Hills, CA. 94022, by **October 20, 2004**.